

Meagher County Clerk & Records Office

Assistant to the Clerk & Recorder

POSITION IDENTIFICATION

Title: Assistant to the Clerk & Recorder
Department: Clerk & Recorder's Office
Supervisor: Clerk & Recorder
Benefits: Health Insurance, Sick Leave, Vacation, Holiday Pay

***Full-time hours are Monday through Friday, 8am – 4:30pm
Additional hours on election days are required.***

POSITION OVERVIEW

This is a full time position that is located in the Clerk & Recorder's Office and is responsible for assisting the commission, taking minutes, receiving and processing documents, providing assistance to the general public, collecting and receipting fees received, conducting research, and assisting with the election process. Along with a variety of other duties related to office operations. The position reports directly to the Clerk & Recorder.

RESPONSIBILITIES AND DUTIES

- Acts as the initial contact for the public, must greet customers in a friendly and professional manner. Provides assistance to the public by responding to a wide variety of general and specific inquiries and conducts research as needed.
- Performs routine clerical work including answering phones, data entry, word processing and general mailing duties.
- Coordinates the Commissioner meeting, prepares the agenda, takes meeting minutes, prepares the minutes for final approval, works at the discretion of the commission while they are in session and follow up on all action taken by the commission. Maintains files for the Commissioners. Prepares and distributes correspondence for the Commissioners.
- Receives various incoming documents for recording and/or filing. Verifies compliance with Montana document standards. Indexes documents into the Docu Pro system. Returns original document after recording.
- Scan and processes various documents, plats and surveys into the permanent record.
- Creates certified copies of birth, death and other documents upon request. Verifies identification of requestors, collects applicable fees, and issues documents and receipts.
- Oversees charge accounts for recordings.
- Prepares duplicate document images and data extracts for title companies.
- Assists with all federal, county, municipal, school and special elections.

OTHER DUTIES

- Performs a variety of other duties as assigned by the Clerk & Recorder. This includes participating in special projects, occasionally filling in for other employees, participating in ongoing training, cross training, and a variety of other functions as needed.

EDUCATION / KNOWLEDGE / EXPERIENCE

- Graduation from high school or GED equivalent.
- Knowledge of general office practices.
- Proficiency with computers and data entry.
- Ability to communicate effectively both verbally and in writing.
- Ability to handle sensitive and confidential information on a daily basis.

ACCOUNTABILITY

- This person has contacts with title companies, realtors, appraisers, surveyors, attorneys, other county employees and members of the public to exchange factual information and coordinate routine activities.
- The position works within established reception and customer service techniques, documentation and records management guidelines and election laws and guidelines. The Clerk & Recorder is available to provide assistance as needed.
- This position does not supervise other county employees; the position may occasionally fill in for other staff, or coordinate special projects as directed.

WORK ENVIROMENT / PHYSICAL DEMANDS

- Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer and a scanner, communication over the phone and in person, lifting 40 – 50 pound boxes and working overtime during elections.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.